

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, July 17, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker, Dale Nelson, Richard P. Pippin, and James C. Richards
Members Absent: None
Others: Kathleen Pippin, Scott Morgan, Paul Anderson, Thomas Stremper, Chief Edward DeMarco, Deputy Chief Roger Hart, Jerilyn Corso and a few others
Press: Larry Smith (Patch. com)

I. Call to Order

First Selectman Denise Menard called the Regular Meeting to Order at 7:03 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Item

None.

IV. Approval of Minutes

Regular Meeting of July 3, 2012

An omission was noted in the July 3, 2012 Regular Meeting Minutes. An amendment to the minutes in Section XI., Subparagraph b, Paragraph 1 is noted. The following is the noted amendment is attached hereto made marked Exhibit A.

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (3-0)(A. Baker abstained) that the Board of Selectmen approves the minutes of July 3, 2012 Regular Meeting, as amended.

V. Communications

a. Support Letter Regarding Healthy Students' Wellness Center Proposal for the East Windsor Public Schools

Ms. Menard indicated she has sent a letter to the Bureau of Primary Health Care, Health Resources and Services Administration in support for the Healthy Students' Wellness Center proposal for the East Windsor Public Schools to the U.S. Department of Health and Human Services, Health Resources and Services Administration Bureau of Primary Health Care's HRSA School-Based Health Center Capital Program. She read from the letter she wrote on July 9, 2012.

b. Invitation to Participate in the Four Town Fair Parade

Ms. Menard indicated to the Board Members that in their packets is an invitation to the Four Town Fair Parade. She indicated in the past the Board of Selectmen have participated in the parade. This year the host Town is Somers and next year the Town of East Windsor will be the host Town. The Board indicated they would participate in the parade.

VI. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard commented that she has been extremely busy lately with the negotiations of four bargaining units contracts and she indicated the Board will be updated on those negotiations during the Executive Session at the end of this meeting. She mentioned that she has attended the recent Emergency Management Meetings which were held earlier this evening. The Emergency Management will be holding a mock emergency which is tailored after the 1936 flood.

Ms. Menard mentioned that she has spoken to the IT person in regards to the proposal of IT company, Walley Computers and the refresh project is slated for August. She indicated the proposal for the IT tech for the Town will mirror the schools job description and the position will be advertised. She hopes that they will be able to hire someone quickly to assist during the refresh project. She mentioned the operating systems will be upgraded to Windows 7 and the staff will need support during that upgrade.

She commented about an issue she recently found out about regarding the public hearings regarding the most recent projects for the BMX Skate Park and Dog

Park. This was an oversight. It was suggested that the Community Gardens which are being proposed will also be discussed at a public hearing due to the fact all of the issues are in regards to special use.

Ms. Menard indicated that the North Road Sewer Project 1A and 1B are nearly complete and Phase II has presently gone out to bid. She mentioned she was recently at Revay's and she was asked why they could not get hooked up to the sewers. She told them she believed it had something to do with the pump station and the tremendous expense of same and she referred the questions to the WPCA.

b. Alan Baker, Deputy First Selectman

Mr. Baker commented on a recent Planning and Zoning Meeting wherein Verizon and AT&T upgrade antenna towers were approved. The Plan Conservation Development was discussed. This plan must be put into place so funding can be acquired from the State. There was a lot of talk regarding the Broad Brook Village and funding for economic development of that district.

Mr. Baker discussed the American Heritage River Commission latest fundraising activities for the Five Corner Cupboard. The event was a cardboard boat race. It was a very successful event. The American Heritage River Commission has been discussing naming the parks and/or trails around the Town. Mr. Baker discussed the names of those parks and/or trails. He also indicated that the American Heritage River Commission is affiliated with Connecticut River Water Shed Association in connection with a water study and receiving a grant for meters for testing the water for oxygen levels.

Mr. Baker discussed the Conservation Commission which are working on regulations for agricultural farms of 30 acres or less and mapping those lands as well. The maps and regulations will be used for grant purposes. Also discussed was local Farmer's Markets and town sites which could host same.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated she attended the recent Police Commission Meeting which a traffic issue on Route 5 between Dunkin Donuts and the high school. It was mentioned at the meeting that Route 5 is a State road and there is a safety issue there that two lanes merge into one lane. Ms. Nelson spoke briefly about an Emergency Management Meeting which she attended this evening.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended Planning and Zoning Meeting recently wherein a hearing was held regarding the Chapman Apartments. Other issues discussed

were permits for Newberry Village and Coleman Farms permits were also extended.

e. James C. Richards, Selectman

Mr. Richards gave to all Board Members a copy of his report dated July 17, 2012. He indicated the recent Board of Education meeting was June 11, 2012 and he was unable to attend. Mr. Richards discussed the Economic Development Commission recent meeting. He gave to all Board Members copies of the surveys from the Stakeholders Meeting for Route 140/North Road Business Corridor. The Chairman of the EDC, Eric Moffett asked if the EDC could arrange a meeting with lending institutions from the community and region to assist the Selectmen in moving forward with a bankers meeting with the stakeholders on Route 140/North Road. The EDC would use the September 17, 2012 meeting to meet with the lending institutions to see what they can and cannot do and the EDC encourages the Selectmen to attend. The EDC does not meeting in August.

The Historical Preservation Commission does not meeting in July or August and the Parks and Recreation Meeting was cancelled. Mr. Richards discussed the recent Housing Authority Meeting. He gave to all Board Members a copy of the Director's report for their review.

VII. Public Participation

None.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XII. Executive Session to be discussed before VIII. Boards and Commission Resignations and Appointments.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-210 (6) (b) Contract Matter

It was **MOVED** (Richards) and **SECONDED** (Nelson) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records to include Chief Edward DeMarco, Deputy Chief Roger Hart, Mr. Thomas Stremper, and Ms. Jerilyn Corso.

The Board entered into Executive Session at 7:34 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 8:16 p.m.

No action taken

It was **MOVED** (Baker) and **SECONDED** (Richard) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business a. Discussion of (PEGPETIA) Grant Program to be discussed before VIII. Boards and Commission Resignations and Appointments.

XI. New Business

a. Discussion of (PEGPETIA) Grant Program

Ms. Menard indicated to the Board that in their packets is information regarding the Grant Program and application which Mr. Richards sent to all Board Members. She indicated it is a large grant which it includes the East Windsor Schools and is very significant. Mr. Scott Riach and Mr. James were introduced to the Board Members for discussion of the Grant Program. Ms. Menard indicated there have been a lot of discussions regarding better communications to the townspeople in regards to the Town. She is looking for ways to better communicate and having the town meeting and public hearing taped and broadcasted on Cox Communications would be a great benefit to the Town. Mr. Riach indicated that each town is allowed one free hookup. The Board of Education used grants in the amount of \$5,000 to help fund equipment for videotaping Board of Education Meetings. The Board of Education has a studio and other equipment which includes two cameras. The taping could be possible; however, volunteers to do the taping of the meetings would be needed. It was mentioned that South Windsor Town Hall has cameras installed in their meetings rooms, as well as Enfield so it makes it easier to produce the meetings for Cox Communication broadcasting. It was asked if students who require community service would be able to help videotape and produce such productions. Mr. Riach believed it could be possible; however, some of the equipment which the Board of Education presently has is out of date and would have to be upgraded. It was also suggested using remote cameras. A concern regarding the use of the volunteers and the steady stream of same was discussed. The grant is a quarterly grant and the next application is due in October. It was the consensus to apply for the grant in October; however, the Board of Education would have to be on board and support same.

A brief discussion was held. It was decided that this would be placed back on the agenda during the second meeting in August to discuss this further and to get feedback from the Superintendent, Board of Education and Cox Communications.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen return back in order of the Agenda.

VIII. Board and Commission Resignations and Appointments

- a. Resignations: None**
- b. Re-Appointments: None**
- c. New Appointments: None**
- d. Board and Commission Current Vacancy List**

The list was given to all the Board Members for their review

IX. Unfinished Business

a. Board of Selectmen Priorities

Ms. Menard began discussing a priority regarding Board of Education calendar. She has spoken to Tyrone regarding linking the Board of Education calendar with the Town Calendar. Tyrone has suggested a hyperlink which would be the easiest way to combine the two calendars. Ms. Nelson indicated that she would like to have one calendar for the schools which would show days off, half days, and other events in the school to be combined with the Town calendars to make it easier for the townspeople to know what is going on in the school system. It was mentioned that all schools are different in their days off and it would be difficult to have one general calendar. A discussion was held regarding the Board of Education Minutes and trying to locate the minutes on the website. Ms. Menard indicated the Town Clerk should have copies of the minutes. Ms. Menard then suggested waiting to discuss this matter further until Ms. Cathy Simonelli, the Board of Education liaison, would be available.

Ms. Menard began discussing the list. The first idea on the list discussed was Town Unity. Mr. Richards commented that he would like Boards and Commissions to work together, for example, the EDC working with the Board of Selectmen on the lending institutions. He also gave an example of shared services.

The next idea discussed was Town Economic Growth/Stabilize Tax Rate. Ms. Menard indicated she would like to have a meeting with Mr. Pippin and some of the staff to see if there are ways to streamline the process of obtaining permits. She gave an example of someone who was at the Town Hall

attempting to get a permit for a pool and how this person was bounced from department to department just for a simple pool permit.

Ms. Menard began speaking about the next idea which is Building Local Autonomy, Mr. Richards and Ms. Nelson are the two leads on this idea. This idea is to find ways to work without state money and to building up funds to finance projects; such as, Veterans Commission raises money for the road race, American Heritage River Commission pursues grant opportunities and BMX Skate Park has hosted a number of fundraisers to support the skate park. Mr. Richards began discussing how additional taxes which will be raised due when the development of North Road begins. Those monies should be placed in a rainy day fund to be used on town projects. Mr. Richards is concerned that when emergencies arise, such as the MBR issue, the Town won't be scrambling to find extra funds to pay for such emergencies, instead monies will be in a rainy day fund.

The next two on the list given were Energy Commission and Investigate Energy Purchasing Contract. Ms. Menard commented those two items should be combined into one category. Mr. Baker indicated he has drafted guidelines for those two items and he will bring those to the Board for their review for the second meeting in August. He also mentioned he has drafted some ideas regarding a Facebook page for the Town of East Windsor. He will also bring that to the second meeting in August for further discussion. Mr. Baker began discussing ways the Town could save money on energy. He began working on this idea earlier this year, but due to the budget discussions, was unable to discuss this matter. He discussed having Town Departments working together to discuss ways to conserve energy. He gave an example of the solar panels which were recently installed at the Scout Hall.

The discussion continued regarding the Facebook page. As stated before by Mr. Baker, he has indicated that he has guidelines drafted about the Facebook page and has indicated this would be a great tool for communication with townspeople. He mentioned that the media does cover the meetings; however, the younger population does not read newspapers and are on social media websites. He believes having a Facebook page will reach out to the younger population. Ms. Menard inquired who will be updating the page. Mr. Baker volunteered to update the page for a short time period. Items which will be noted on the Facebook page would be legal notices, meeting notices, hearing notices and other information. Ms. Menard indicated that her office is very busy and she doesn't believe her staff would be able to keep up the Facebook page. She also indicated that this subject should be combined with subjects as Board of Education Calendar and Community Conversations. Ms. Menard asked if Mr. Baker has done any research with surrounding towns as to guidelines and/or policies of having a Facebook page.

Community Conversations was the next idea discussed. Ms. Menard commented this is another communication piece. She indicated in the past, the

Board of Selectmen hosted a quarterly meeting, at different town venues, to discuss topics with townspeople. The conversation was limited to one hour. The turnout in the beginning was good but as the meetings continued, the turnout became smaller. It is a causal event. Suggestions on what venues could be used such as WPCA, Emergency Management Facility, Fire Departments and Senior Center. It was the general consensus to hold Community Conversations on a quarterly basis. Ms. Menard indicated the meetings will begin in the fall and she will try to have the first one will be held at the Emergency Management Facility.

Ms. Menard mentioned the last two topics, Board of Education calendar and generator. She indicated those two topics have been briefly touched upon in other categories and will be consolidated to those categories.

b. Discussion of Board of Selectmen recommendations regarding Blight Ordinance and Complaints Received to date

Ms. Menard indicated at this time, the Board has not yet made any recommendations on a possible blight ordinance. The complaints in her office are starting to pile up and she needs some direction in regards to same. She indicated that in the Board Member's packets is another complaint regarding junk and trash. Her office has sent out the complaint form; however, no action has been taken and citizens are starting to get upset. Mr. Richards commented that he believes the Property Maintenance Code is in affect and any complaints should be resolved with use of this Property Maintenance Code. Ms. Menard reminded everyone the Town does not have an enforcement officer. Ms. Menard suggested being proactive and having all department heads who know of vacant properties or potential blight problems to complain. Ms. Menard indicated the enforcement officer could be a volunteer; however, that volunteer could be put in harms way. She did suggest having the constables be the enforcing officers, but the constables would not be paid for their activities. The discussion continued regarding the fines for the property owner. Mr. Pippin suggested getting certain agencies involved in enforcing certain blight problems, such as building department, health department and fire marshal. Ms. Menard commented that she would contact the health department regarding such problems as standing water. Mr. Pippin added for safety concerns of certain properties the building official could become involved.

A brief discussion was held and it was the general consensus that the second meeting in August this would be discussed further and Mr. Baker would gather more information for that meeting.

X. Budget Matters

a. Budget Discussion and Transfers

1. FY 2011-2012

Ms. Menard gave to all the Board Members a document entitled "Town of East Windsor 2011/2012 Budget Transfers dated July 17, 2012". She briefly explained the budget transfers document and each transfer listed within the document. He asked if the Board Members had any questions.

A brief discussion was held.

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves and recommends to the Board of Finance the transfers listed on Exhibit B attached hereto and recommend to a Town Meeting, if necessary

2. FY 2012-2013

Ms. Menard indicated no transfers for the new fiscal year.

b. Monthly Reports

Ms. Menard commented that the Board had requested monthly reports from certain departments. In the Board Member's packets were monthly reports from the building department; finance; unleaded gas, diesel, heating oil and recycling; and the Town Fire Marshal.

A brief discussion was held and it was the general consensus that the Board would receive the reports on a monthly basis, the second meeting of each month, to review same.

XI. New Business

b. Discussion of Town I.D.'s for Elected Officials

Mr. Menard commented that she has given to all Board Members copies of the State statutes which relates to this subject for their review. She indicated that the State Statutes and ordinances establish that the Police Commissioners traditionally receive badges and not formal I.D.'s Mr. Richards inquired as to

who these badges are distributed and if they are turned back after the person is no longer a commissioner. He has a concern on who receives the badges and if they are collected after their term expires. He is concerned about the liability of the Town due to the badges being issued. He indicated that the statutes do have duties listed for the constables, but not the commissioners. Ms. Menard commented that she has spoken with the Chief and he has indicated to her that when a badge is issued, the Chief has a very strong conversation as to the responsibility of having that badge. The conversation continued with Mr. Baker and Mr. Richards discussing and interpreting how the statutes read.

A brief discussion was held. It was suggested that a legal opinion be obtained to clear up the confusion of how the statutes reads. Ms. Menard suggested before a legal opinion is requested and Mr. Richards should have a conversation with the Chief of Police to better understand the process of giving badges to the Police Commissioners. Mr. Richards agreed.

c. Approval of Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$328.58 dated July 17, 2012.

It was **MOVED** (Pippin) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$328.58 pursuant to the tax collector's request dated July 17, 2012.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-210 (6) (b) Contract Matter

It was **MOVED** (Nelson) and **SECONDED** (Pippin) **PASSED** (U) that the Board of Selectmen enters into Executive Session to conduct a hearing and to preserve the confidentiality of records.

The Board entered into Executive Session at 9:53 p.m.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen terminates Executive Session enters into Public Session at 10:11 p.m.

Motion made by Mr. James Richards, Seconded by Ms. Dale Nelson, and Passed Unanimously:

To approve subject to ratification by the Union membership, Tentative Agreement dated July 17, 2012 Regarding Wages and Insurance signed by Union President Local 3583 Mr. Jeff Reimer and First Selectman Denise Menard.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen adjourns the July 17, 2012 Regular Meeting at 10:14 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**AMENDMENT TO BOARD OF SELECTMEN
REGULAR MEETING MINUTES
JULY 3, 2012**

XI. New Business

b. Discussion of Requests Regarding the Budget Process from the Tax Collector and the Board of Finance in the Current Town Charter (Chapter VII, Finance and Taxation, Section 8-4)

Ms. Menard indicated there have been requests regarding Charter Revision and she has given to all Board Members copies of the Charter, Finance and Taxation Sections. She would like to discuss this more with all the Board Members present; she also mentioned at the next Board of Finance Regular Meeting on July 18, 2012 it will be discussed. Mr. Pippin indicated that the process is not an easy one. Ms. Nelson indicated to wait until the next meeting with all three Boards to get input. Mr. Richards commented that you cannot direct specific sections to be reviewed. Mr. Pippin agreed, it opens the whole Charter to review. Ms. Menard mentioned that the budget process is very difficult due to the timetables. She mentioned a legislative public act, which passed both Houses regarding Charter Revision; however, Governor Malloy vetoed it because it would be helpful if the issue could be limited.

A brief discussion was held.

EXHIBIT B

**Board of
Selectmen/
Accounts**

Transfer	Account Dept/line	Department	Amount	Reason	Town Meeting
OTHER					
To	01/2170/107	Emergency Mangement/Director Stipend	\$346.71	To allocate remaining funds to director stipend	
From	01/2170/541	Emergency Management/ Phone			
To	01/4204/547	Collection & Disposal	\$13,500.00	To cover costs for fiscal yr	
From	01/2195/202	Public Safety/Workers			
To	01/1015/350	Legal Fees	\$28,000.00	To cover costs for fiscal yr.	x
From	01/2195/202	Public Safety/Workers			